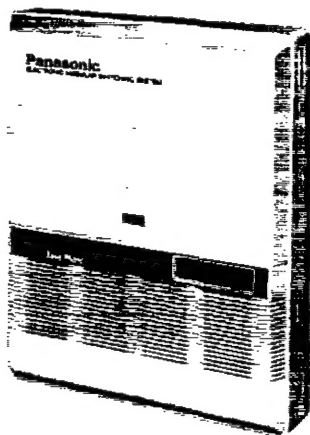# STATION USER GUIDE

For MF4 and LD telephone

Panasonic
Easa-Phone

KX-T61610BE

See this Station User Guide when you use an MF4 or LD telephone as an extension.

Contents

Basic Operation

Detailed Operation

APPROV■■■ ■nnection to
telecomm■■ ■ms
specified■■ ■s for use
subject i■■ ■tor use
subject t■■ ■et out in
them.

S/1010/3/M 502101

- During dialling, this apparatus may tinkle the bells of other telephones using the same line. This is not a fault and we advise you not to call Fault Repair Service.
- 999 can be dialled on the apparatus after accessing the CO line for the purpose of making outgoing calls to the BT emergency (999) service.

Quick Reference Card

TO MAKE CALLS

- Lift the handset first.
- After finishing your conversation, hang up the handset.

INTER OFFICE CALLING (Intercom)	Dial extension number (21 through 36)
OUTWARD DIALLING Automatic Line Access	[9] Dial phone number
Individual Line Access	[8] Dial CO number (1 through 6) Dial phone number
SPEED DIALLING (An LD phone is not available.)	[＊] Dial speed access code (00 through 99)
CALLING DOORPHONE	For doorphone 1 For doorphone 2 [4] [1] [4] [2]

WHEN A LINE IS BUSY

AUTOMATIC CALL BACK BUSY (camp-on) For outside calls	[8] Dial CO number Hear a busy tone [0] Hear 2 beeps Hang up handset
For intercom calls	Dial Extension number Hear a busy tone [0] Hear 2 beeps Hang up handset
BUSY STATION SIGNALLING	Dial Extension number Hear a busy tone [2]
LAST NUMBER REDIAL	Lift handset [#] • You may dial "80" instead of pressing the "#" button.

Detach this position

USE OF OTHER FEATURES

| PAGING ALL EXTENSIONS
To access | Lift handset | 4 | 4 | Hear 1 beep | Page | Wait for an answer and talk |

| PAGING GROUP
To access | For pickup group 1 |

| | Lift handset | 4 | 5 | Hear 1 beep | Page | Wait for an answer and talk |

For pickup group 2
At step 2 above, dial 46 instead of 45.

For pickup group 3
At step 2 above, dial 47 instead of 45.

For pickup group 4
At step 2 above, dial 48 instead of 45.

| PAGING—EXTERNAL
To access | Lift handset | 4 | 3 | Hear 1 beep | Page | Wait for an answer and talk |

| PAGING AND TRANSFER
To transfer a call to the paged person | Register Recall | 4 | 4 | Hear 1 beep | Page | Wait for answer and hang up |

● At step 2 above, dial 45, 46, 47, 48 or 43 instead of 44.

| PAGING—ANSWER | Lift handset | 5 | 1 | Hear 1 beep | Talk |

| INTERCOM ALERTING MODE
(An LD telephone is not available.) | Switching to tone alerting |

| | Lift handset | Dial extension number | Hear 1 beep | ✳ | Hear ring back tone |

| EXTERNAL FEATURE ACCESS | Hear a call waiting tone | Register Recall | 0 |

When you use an LD telephone, dial "1" instead of pressing the Register Recall button.

Detach this position

Quick Reference Card

WHILE HAVING A CONVERSATION

CALL TRANSFER			
To transfer after another extension answers.	Register Recall	Dial extension number	Announce and wait for an answer
	Hang up handset		
To transfer without announcing to the other extension.	Register Recall	Dial extension number	Hang up handset

STATION PROGRAMMING

- Lift the handset first.
- After hearing a confirmation tone (1 or 2 beeps), hang up the handset.
- You may dial "0" instead of pressing the "#" button.

CALL FORWARDING	Setting
	[7] [1] Dial extension number [#]
	To cancel
	[7] [0] [#]

DIAL CALL PICKUP DENY	Setting	To cancel
	[7] [3] [1] [#]	[7] [3] [0] [#]

DO NOT DISTURB	Setting
	[7] [1] [2] [0] [#]
	To cancel
	[7] [0] [#]

DATA LINE SECURITY	Setting	To cancel
	[7] [4] [1] [#]	[7] [4] [0] [#]

STATION PROGRAM CLEAR	[7] [9] [#]

TO RECEIVE CALLS

ANSWER	Lift handset		
DIAL CALL PICKUP	Lift handset	[5] [0]	
DIRECTED CALL PICKUP	Lift handset	[5]	Dial ringing extension number
CALL PARK RETRIEVE	Lift handset	[6]	Dial parked extension number
	or		
	Lift handset	[6] [8]	Dial parked CO number

WHILE HAVING A CONVERSATION

CALL ON HOLD To hold	Register Recall	Hear 2 beeps	
To cancel	Register Recall		
CALL SPLITTING	Register Recall	Dial 2nd Party	●To alternate, press the Register Recall button repeatedly
CONFERENCE	Register Recall	Dial 2nd Party	Consult with 2nd party
	Register Recall	[3]	
CALL WAITING	Hear a call waiting tone	Register Recall	Hang up handset	Lift handset

●Original call will be placed on hold and the new caller can be spoken with.
●To terminate the original call and talk to the 2nd party, hang up and then lift the handset. (You don't need to press the Register Recall button.)

To Make Calls

When you use an LD telephone, dial "1" instead of pressing the
Register Recall button.

Inter Office Calling (Intercom)

Station to station dialling
within the KX-T61610BE
system.

LIFT THE
HANDSET

DIAL EXTENSION
NUMBER
(21 through 36)

Outward Dialling

Each extension can
automatically select an
idle CO (Central Office)
line within the
KX-T61610BE.
When the Least Cost
Routing Feature is
programmed, it may work.
Refer to page 3-49 in
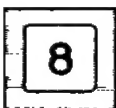Installation Manual.

An alternative method is to
dial 8 and the CO number.
The system will access
individually any of the
6 CO's.

Dial the phone number
within 10 seconds, after
seizing the CO line.

■ Automatic Line Access

LIFT THE
HANDSET

DIAL "9"

WAIT FOR
C.O. DIAL
TONE

DIAL TELEPHONE
NUMBER
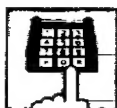
■ Individual Line Access
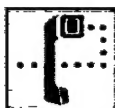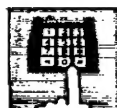
LIFT THE
HANDSET

DIAL "8"

DIAL CO
NUMBER
(1 through 6)

WAIT FOR C.O.
DIAL TONE

DIAL TELEPHONE
NUMBER

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To Make Calls (cont.)

Speed Dialling

There are 100 memory locations of system speed dialling available.

LIFT THE HANDSET	PRESS "*"	DIAL SPEED ACCESS CODE (00 through 99)

- There is no need to access a CO line
- The speed dialling is not available for an LD phone.

Calling Doorphone

Up to two doorphone (KX-T30865E) can be connected to the KX-T61610BE.
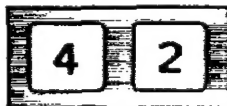
■ Doorphone 1

LIFT THE HANDSET	DIAL "41"

■ Doorphone 2

LIFT THE HANDSET	DIAL "42"

Basic Operation

When a Line is Busy

Automatic Call Back Busy (Camp-on)

If the intercom extension or outside line you have dialled is busy, you will be automatically called back when the extension or the outside line becomes free using this function.
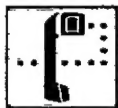This feature is also known as camp-on.

■ For outside calls

DIAL "8"	DIAL CO NUMBER (1 through 6)	YOU WILL HEAR A BUSY TONE	DIAL "0"

CONFIRMAITON TONE	HANG UP

■ For intercom calls

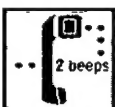| DIAL EXTENSION NUMBER (21 through 36)	YOU WILL HEAR A BUSY TONE	DIAL "0"	CONFIRMATION TONE OF 2 BEEPS WILL BE HEARD

HANG UP

■ When hearing a ring back

LIFT THE HANDSET

- When intercom calls, you will hear the ring back tone.
- When outside calls, you will hear the dial tone from CO.
- Call back busy cannot be activated on an extension which has a call on hold.
- If you make or receive a call during the camp-on mode, the camp-on mode will be cancelled.

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Busy Station Signalling

If the extension you have
dialled is busy, you can
inform that extension that
another intercom call is
waiting by three beeps.
For use of this feature,
the other extension is
required to be set for this
feature beforehand in
the KX-T61610BE.

DIAL EXTENSION
NUMBER
(21 through 36)

YOU WILL
HEAR A BUSY
TONE

DIAL "2"

Last Number Redial

The last phone number
dialled on an outgoing call
(CO line) can be
redialled.

LIFT THE
HANDSET

PRESS "#"

●You may dial "80" instead of pressing the "#"
button.

To Receive Calls

Answer

LIFT THE
HANDSET

Dial Call Pickup

Through the use of this
feature, an extension user
can answer any ringing
extension within their own
pickup group.

LIFT THE
HANDSET

DIAL "50"

Directed Call Pickup

An extension may answer
an incoming call that is
ringing at another
extension regardless of
the pickup group.

LIFT THE
HANDSET

DIAL "4"

DIAL THE
RINGING
EXTENSION
NUMBER
(21 through 36)

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Call Park Retrieve

Allows extension user to retrieve a call (intercom or outside) on hold at any extension.

Basic Operation

■ **To Park a call**

PRESS THE REGISTER RE-CALL BUTTON | CONFIRMATION TONE | REPLACE HANDSET

● Do not depress the hookswitch for more than one second, or the party will be disconnected.

■ **To Retrieve a Parked Call at Any Other Extension**

LIFT THE HANDSET | DIAL "6" | DIAL PARKED EXTENSION NUMBER

● Even when several outside calls are placed on hold simultaneously, you can retrieve the desired outside call from another extension as following.

LIFT THE HANDSET | DIAL "68" | DIAL PARKED CO NUMBER (1 through 6)

Doorphone

LIFT THE HANDSET

● If calls from doorphones are not answered within 15 seconds, the call will be cancelled.
● Each extension has to be programmed for receiving from doorphones. See "Programmable Doorphone" on page 3-28 in the Installation Manual.

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While Having a Conversation

Call on Hold

If you wish to leave your phone unattended but want the caller you are in conversation with to wait, call on hold may be used. Intercom and outside calls may be placed on hold.

■ To Place a Call on Hold

PRESS THE
REGISTER RE-
CALL BUTTON

CONFIRMATION
TONE OF 2
BEEPS WILL BE
HEARD

●Do not depress the hookswitch for more than one second, or the party will be disconnected.

■ To Cancel

PRESS THE
REGISTER RE-
CALL BUTTON

Call Splitting

Allows the station user to alternate between two parties, either Intercom or outside.

PRESS THE
REGISTER RE-
CALL BUTTON

DIAL THE
SECOND
PARTY

CONSULT 2ND
PARTY 1ST
PARTY ON HOLD

PRESS THE
REGISTER RE-
CALL BUTTON

2ND PARTY
ON HOLD
1ST PARTY IN
CONSULTATION

PRESS THE
REGISTER RE-
CALL BUTTON

1ST PARTY
ON HOLD
2ND PARTY IN
CONSULTATION

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Conference

Allows for up to a three party conference, (3-inside).

| PRESS THE REGISTER RE-CALL BUTTON TO PUT 1ST PARTY ON HOLD | DIAL THE 2ND PARTY | CONSULT WITH THE 2ND PARTY |

| PRESS THE REGISTER RE-CALL BUTTON | DIAL "3" (3-party conference now established) |

■ To Terminate Conference

Replace the handset.
- The other two parties are directly connected together and can converse with each other

Call Waiting

Call Waiting Tone during a conversation indicates there is a new incoming outside call or intercom call.

This feature is required to be set beforehand in the KX-T61610BE. For programming, see page 3-24 in installation manual.

| WILL HEAR CALL WAITING TONE | PRESS THE REGISTER RE-CALL BUTTON TO PUT 1ST PARTY ON HOLD | HANG UP | LIFT THE HANDSET |

CONSULT NEW CALLER 1ST PARTY ON HOLD

- When you use the hold button of a standard telephone, above-mentioned feature is not available.
- To terminate the original call and talk to the 2nd call, hang up and then lift the handset. (You don't need to press the Register Recall button.)

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Call Transfer

Outside or intercom calls may be transferred to any extension manually.

■ To Transfer After the Other Extension Answers

| PRESS THE REGISTER RE-CALL BUTTON | DIAL THE EXTENSION NUMBER | ANNOUNCE AND WAIT FOR AN ANSWER | HANG UP |

■ To Transfer without Announcing to the other Extension

| PRESS THE REGISTER RE-CALL BUTTON | DIAL THE EXTENSION NUMBER | HANG UP |

■ To Retrieve the Call

If the other extension did not receive the transferred call within 30 seconds after the call has been transferred, the call will return to you. In this case:

LIFT THE HANDSET

● The time that the call returns to you when the transferred call is not received can be changed 30 seconds into 2 minutes.
For changing, see page 3-45 in installation manual.

■ To Change the Party to Whom a Call is Transferred before Hanging up

Press the Register Recall button to retrieve the call, then repeat the procedure of Call Transfer.

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Use of Other Features
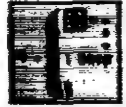
Paging All Extensions

Allows paging to all extensions.

■ To Access

LIFT THE HANDSET	DIAL "44"	CONFIRMATION TONE OF 1 BEEP WILL BE HEARD
PAGE	WAIT FOR AN ANSWER AND TALK	• Page will be heard only from the built-in speaker of KX-T61630E, KX-T61620E, KX-T61650E, etc. It will not be heard from the built-in speaker of standard telephone.

Paging Group

Allows paging to one of four groups.

■ To Access

For Pickup Group 1

LIFT THE HANDSET	DIAL "45"	CONFIRMATION TONE
PAGE	WAIT FOR AN ANSWER AND TALK	■ For Pickup Group 2: At step 2 above, dial 46 instead of 45. ■ For Pickup Group 3: At step 2 above, dial 47 instead of 45. ■ For Pickup Group 4: At step 2 above, dial 48 instead of 45

• Page will be heard only from the built-in speaker of KX-T61630E, KX-T61620E, KX-T61650E, etc. It will not be heard from the built-in speader of standerd telephone.

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Paging—External

Allows access to external paging equipment.

■ To Access

4	**3**	1 beep
LIFT THE HANDSET	DIAL "43"	CONFIRMATION TONE

	1 beep	■ Page will be heard from external paging equipment.
PAGE	WAIT FOR CONFIRMATION TONE AND TALK OR HANG UP	

Paging and Transfer

■ To Transfer a Call to the Paged Person

R	**4** **4**	1 beep
PRESS THE REGISTER RE-CALL BUTTON TO PUT THE 1ST PARTY ON HOLD	DIAL "44"	CONFIRMATION TONE
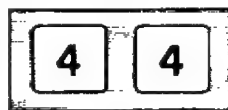
PAGE	WAIT FOR AN ANSWER AND HANG UP

● At step 2 above, you may dial 45, 46, 47, 48 or 43 instead of 44 for the correct pickup group.

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Use of Other Features (cont.)

Paging—Answer

A page from built-in speaker or external paging equipment can be answered from any extension.

LIFT THE HANDSET

DIAL "51"

CONFIRMATION TONE OF 1 BEEP WILL BE HEARD

TALK

Intercom Alerting Mode

"Voice alerting" (through built-in speaker) that is established at the called party's extension, can be switched to "Tone alerting" (ringing).

● This feature is required to be set beforehand in the KX-T61610BE. For programming, see page 3-27 in installation manual.

■ Switching to Tone Alerting

LIFT THE HANDSET

DIAL EXTENSION NUMBER (21 through 36)

WAIT UNTIL A CONFIRMATION TONE IS HEARD

PRESS "*"

RING BACK TONE

● An LD telephone does not have this feature.
● Press the "*" button within 10 seconds after the dialling.

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Pulse/Tone Conversion

If the dialling mode is required to change from the pulse mode to the tone mode in one dialling sequence, this feature is used.

(e.g. computer-accessed long distance service)

DIAL THE
PHONE
NUMBER
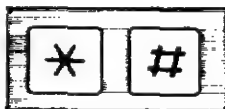
DIAL "✳ #"

DIAL THE
PHONE
NUMBER

●When you dial using this feature, you must use the line selected in the pulse mode.

●Phone number after dialling "✳ #" will be changed to the tone mode.

●This feature is not available for an LD phone.

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Station Programming

Call Forwarding

Intercom or outside calls to your extension can be automatically forwarded to any extension within the system.

■ Setting

LIFT THE HANDSET

DIAL "71"

DIAL THE EXTENSION NUMBER

DIAL "#"

HANG UP

■ To Cancel

LIFT THE HANDSET

DIAL "70#"

HANG UP

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Dial Call Pickup Deny

Allows you to prohibit any other extension user from answering calls directed to you.
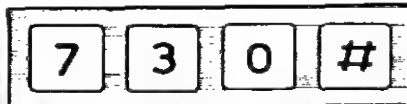
LIFT THE HANDSET

DIAL "731#"

`7` `3` `1` `#`

HANG UP

LIFT THE HANDSET

DIAL "730#"

`7` `3` `0` `#`

HANG UP

Do not Disturb

Each extension can be individually programmed from receiving outside or intercom calls.

■ Setting

LIFT THE HANDSET

DIAL "7120#"

HANG UP

■ To Cancel

LIFT THE HANDSET

DIAL "70#"

HANG UP

Data Line Security

This feature provides security when transmitting data through an extension of the KX-T61610BE. Call waiting tones or hold time reminder tone from the KX-T61610BE are prohibited in this mode.

■ Setting

LIFT THE HANDSET

DIAL "741#"

HANG UP

■ To Cancel

LIFT THE HANDSET

DIAL "740#"

HANG UP

Pickup Dial

Picking up the handset automatically dials a programmed phone number.

■ To Program

LIFT THE HANDSET   **DIAL "762"**   **DIAL EXTENSION NUMBER**

DIAL "#"   **HANG UP**

● You may dial CO number (9 or 81 through 86) instead of extension number.

■ To Enable or Disable

To enable pickup dial

LIFT THE HANDSET   **DIAL "761#"**   **HANG UP**

To disable pickup dial

LIFT THE HANDSET   **DIAL "760#"**   **HANG UP**

■ To Dial

PICKUP HANDSET
FOR 4-SECONDS

If the "Pickup Dial" feature do not work, hang up for over 1 second, and lift the handset again.

- Dialling (speed dialling and manual dialling) is possible within 3 seconds.
- When you program for an outside call, enter the line access number, [*] [*], and then the desired number.
- The pickup dial will not be activated by picking up the handset during a hold or when receiving a call.
- Pickup Dial is not available for an LD phone.
- You can not dial "0" instead of pressing the "#" button.

Station Program Clear

Dialling (79#) will clear
station programs on that
extension.

LIFT THE
HANDSET

DIAL "79#"

● The following feature
can be cancelled.
Call Forwarding
Data Line Security
Dial Call Pickup Deny
Do not Disturb
Pickup Dial (Enable
mode)

HANG UP

- If dial tone (continuous tone) changes to reorder tone (intermittent tone) or a mistake is made, hang up and start again.
- Various activation tones and Ringing will be heard. (Refer to page 6-6 in INSTALLATION MANUAL.)
- If your phone is not equipped with the Register Recall button, dial 1 instead of pressing it. In this case your telephone should be in the Pulse mode.
- 999 can be dialled on the apparatus for the purposes of making outgoing calls to the BT emergency (999) Service.
- In the event of a power failure, each CO line will be connected to assigned extension if a telephone which can work even during a power failure is used as an extension **22, 23, 24, 25 or 26.**
  CO2 will be assigned to extension 22.
  CO3 will be assigned to extension 23.
  CO4 will be assigned to extension 24.
  CO5 will be assigned to extension 25.
  CO6 will be assigned to extension 26.

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